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ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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April 14, 2025

MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

FROM: Committee on Ethics
Michael Guest, Chairman
Mark DeSaulnier, Ranking Member

SUBJECT: Upcoming Financial Disclosure Clinics & Training

The deadline for filing annual Financial Disclosure (FD) Reports is **May 15, 2025**. FDs can be filed through the FD Online Reporting System starting Tuesday, April 15, 2025. Paper filings can also be submitted via hand delivery or mailed to the Legislative Resource Center Room (LRC) B-81, Cannon House Office Building, Washington, DC 20515. The Committee is authorized by statute to grant limited extensions of time up to ninety (90) days for filing FDs. Extensions may be requested online or by emailing the Extension Request Form, located on the [Committee's website](#) or emailed to Financial.Disclosure@mail.house.gov.

All Members are subject to the FD filing requirements. House staff may also be subject to those requirements if: 1) they are paid at or above the senior staff rate for 60 days (2 pay periods) or more during the relevant calendar year (\$147,649 annually (\$12,304 monthly) for 2024 and \$150,160 annually (\$13,513 monthly) for 2025), even if their pay later falls below the senior staff rate; or 2) they are designated a "Principal Assistant" for financial disclosure filing purposes by their employing Member; or 3) they are a shared employee of three or more offices, regardless of their rate of pay.

All members must file Periodic Transaction Reports (PTRs) for each purchase, sale or exchange of stocks, bonds, commodities futures, cryptocurrency, or other securities when the amount of the transaction exceeds \$1,000. Qualifying transactions must be reported by the earlier of these two dates: (1) 30 days from being made aware of the transaction; or (2) 45 days from the date of the transaction. You may file a PTR by either using the electronic filing system or submitting a paper form to the (LRC). The PTR requirement also applies to certain House Staff. Contact the Committee for any questions.

Please visit the Committee's website for more information about the financial disclosure requirements, including this year's FD Instruction Guide.

Financial Disclosure Filing Assistance

The Committee Staff is available to assist FD filers in several ways.

First, Committee staff is available to review or “prescreen” FD Reports for House Members, officers, and employees prior to filing. Prescreen requests should be emailed to financial.disclosure@mail.house.gov with the subject line “Prescreen Request.” The Committee will prioritize Member prescreen requests; therefore, House staff should submit their requests as early as possible. The Committee may be unable to complete its review of a staff prescreen request submitted too close to the filing deadline, but filers may request an extension if they would like a prescreen.

Second, the Committee is offering six FD Clinics prior to the May 15th deadline. These clinics give filers a chance to work closely with the FD staff to address their individual questions. The clinics also help filers use the online filing system to input and submit FDs and Periodic Transaction Reports (PTRs). **Please note that participation in the clinics will not satisfy any House-mandated training requirements.**

The date, time, and location of each clinic is provided below. Clinic attendees are welcome to walk in during the hours listed and should bring their laptop along with any applicable materials from the attached checklist.

FD Clinics		
Date	Time	Location
Thursday, April 17	2:00 pm - 4:00 pm EDT	LHOB B248
Tuesday, April 29	2:00 pm - 4:00 pm EDT	LHOB B248 & B249
Wednesday, April 30	2:00 pm - 4:00 pm EDT	LHOB B248 & B249
Thursday, May 1	10:00 am - 12:00 pm EDT	LHOB B248
Tuesday, May 6	2:00 pm - 4:00 pm EDT	LHOB B248
Thursday, May 8	10:00 am - 12:00 pm EDT	LHOB B248

Third, the Committee will offer three Senior Staff Trainings before the May 15th deadline to provide additional guidance about the requirement to file FDs and PTRs. Please note: the Senior Staff Training **will** satisfy the additional hour of training required for senior staff for the 119th Congress, but not the annual ethics training requirement.

The date, time, and location for each training is provided below. To receive credit for this training, Senior Staff **must pre-register** by clicking on the links provided in the “Location” section. Training is being offered via Webex and, where noted, in person.

Senior Staff Trainings		
Date	Time	Location
Tuesday, April 15	2:00 pm - 3:00 pm EDT	HVC201 and via Webex
Wednesday, April 23	10:00 am - 11:00 am EDT	Via Webex only
Monday, April 28	2:00 pm - 3:00 pm EDT	HVC201 and via Webex

Finally, the Committee’s nonpartisan staff is always available to provide informal guidance to filers. This includes one-on-one assistance or meeting with a filer’s spouse, accountant, or attorney to answer questions about the FD reporting requirements. For assistance with FD questions or to schedule a meeting, please call (202) 225-7103 or email Committee staff at Financial.Disclosure@mail.house.gov.

The Committee strongly recommends that filers use the [FD Online Reporting system](#) to submit their filings. Filers can designate a third-party to assist them with the preparation of their FDs including granting third-party access to the online filing system. The Committee encourages Members to consider using MRA to hire a qualified preparer.

If you did not receive login information for the online system, or you have lost your temporary password, please contact the LRC on (202) 226-5200 for assistance. For all other questions, please contact the Committee on (202) 225-7103.

COMMITTEE ON ETHICS

FINANCIAL DISCLOSURE CHECKLIST FOR SCHEDULES A and D

*Disclosure of Assets and Liabilities includes those of a spouse and/or dependent child(ren)
No requirement to file supporting documents (attachments are not permitted with online filings)*

Examples of Reportable Assets:	Tools to help report your Assets and Unearned Income:
<ul style="list-style-type: none"> ✓ Income-generating real estate ✓ Underlying assets in Brokerage Accounts ✓ Underlying assets in IRA, 401(k), and other non-federal retirement accounts ✓ Defined Benefit Pension Plans (includes State DBP) ✓ Underlying assets in 529 College Savings Accounts ✓ Corporate securities ✓ Government Securities and Agency Debt ✓ Asset-Backed Securities ✓ Futures and Options ✓ Mutual Funds, Exchange Traded Funds, and Real Estate Investment Trusts (REIT) ✓ Hedge Funds and Private Equity Funds ✓ Cryptocurrencies ✓ Annuities ✓ Life Insurance Policies (other than term) ✓ Interest-bearing cash accounts ✓ Ownership Interests in privately held businesses ✓ Debts owed to the filer ✓ Trusts and their underlying assets ✓ Investment Clubs ✓ Collectibles ✓ Intellectual Property 	<ul style="list-style-type: none"> ✓ Copy of the FD Statement you filed last year (if applicable). ✓ Year-end statements for <ul style="list-style-type: none"> ➤ brokerage accounts, ➤ retirement accounts, ➤ bank accounts, ➤ mutual funds, ➤ cash/surrender value of insurance policies, ➤ value of annuities, and ➤ value of securities ✓ Monthly or quarterly account activity statements to determine unearned income/transactions. ✓ Tax Forms (W-2s or 1099s) or pay stubs for non-federal earned income. ✓ Annual accounting/financial reports for personally owned businesses. ✓ Fair market value of rental properties at the end of the reporting period (e.g., Zillow).
	Examples of Reportable Unearned Income: <ul style="list-style-type: none"> ✓ Dividends, interest, capital gains ✓ Rental income ✓ Royalties from mineral rights leases or book sales ✓ Income from ownership interest in privately held businesses, other than a salary, which is reported as earned income. ✓ Partnership distributions

Examples of Reportable Debts and Liabilities (over \$10,000 at any time during the reporting period):	Tools to help report your Debts and Liabilities:
<ul style="list-style-type: none"> ✓ Mortgages, Home Equity Loan, HELOC on any property held for investment or production of income (MEMBERS must include liabilities on their personal residence(s)). ✓ Promissory Notes, Personal Loans, Educational loans, including those on which you are a co-signer (does not include vehicle loans). ✓ Liabilities of a business if you are personally responsible for the debt(s). ✓ Margin account debt. ✓ Credit cards (NOTE: only reportable if the year-end balance exceeds \$10,000.00). 	<ul style="list-style-type: none"> ✓ Name(s) of creditor or lending institutions. ✓ Month and year of mortgage, loan, or debt origination. ✓ Highest debt balance during the filing year (other than credit cards). ✓ If a reportable mortgage was refinanced or sold, name of new lender. ✓ Copy(ies) of promissory notes, loan agreements, statements and/or other records of the debt(s). ✓ Year-end statement of credit card(s) balance.